DEPARTMENT OF THE ARMY
HEADQUARTERS, 266TH FINANCE COMMAND
UNIT 29001
APO AE 09007-9001

AEUFC-FAPD   2 1 APR 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Processing Travel Vouchers for Soldiers Deployed to Turkey/Israel in Support of Operations Iraqi Freedom and Enduring Freedom (Finance and Accounting Policy Memorandum #03-05)

        References.

        a.   Joint Federal Travel Regulations (JFTR), 1 January 2001

        b.   Department of Defense Financial Management Regulation (DODFMR), Volume 9, 19 September 2000, Travel Policy and Procedures.

        c.   Defense Finance and Accounting Service-Indianapolis (DFAS-IN) Regulation 37-25 January 2000, Finance and Accountability Policy Implementation.

        d.   AR 600-8-105, 24 October 1994, Military Orders.

        e.   Travel Technical Message #00-08, 26 May 00, Administrative Review and Signature on Travel Settlement Vouchers.

        f.   Travel Technical Message #97-01, Acceptance of Facsimile Signatures and Receipts for Temporary Duty (TDY) Travel Vouchers.

2.   Purpose. This memorandum establishes policy for processing temporary duty (TDY) and temporary change of station (TCS) travel settlement vouchers for Active Component (AC) service members, Reserve Component (RC) (US Army Reserves and National Guard) service members, and Department of Defense (DoD) civilians deployed to Turkey/Israel in support of Operations TBD and Enduring Freedom.

3   Policy.

        a.   All travelers must submit travel vouchers for review within 5 days of completion of travel. Soldiers are responsible for providing all documentation for settling travel vouchers. Attach all copies of previous travel payments (e.g., advances, accruals, partial payments, etc.) to the final travel voucher.

        b.   Deployed finance offices will collect all interim TDY travel vouchers with supporting documentation and fax back to the servicing finance battalion in the rear to be paid via EFT. Log all vouchers using a locally produced log sheet. At a minimum, log sheets must contain

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names, social security numbers (SSN), and date received. Finance offices will maintain log sheets on file for 2 years.

    c. Settlement vouchers for service members on TCS and return orders will be processed by the home station servicing DFAS or finance battalion office. Settlement or accrual vouchers for interim TDY will be processed by the servicing Finance Office.

    d. When soldiers perform TDY travel in an area entitled to pay and allowances other than what they are currently receiving, finance offices will verify all entitlements based on the TDY location and will start, stop, report, and/or correct entitlements. Finance offices will pay entitlements in accordance with criteria set forth by DODFMR Vol. 7A.

    e. Travel advances will be kept to a minimum. AC soldiers TDY for 30 days or less may receive an advance. However, these advances should be strongly discouraged. To maintain an audit trail, casual payments should be used instead. RC soldiers TDY for 30 days or less will not be paid travel advances.

    f. Due to mission constraints, monthly accruals will not be paid to those service members to whom government meals and lodging are provided. The 266th Finance Command (FINCOM) Finance and Accounting Policy Division (FAPD) may grant exceptions for personnel not receiving government meals or lodging.

    g. For specific travel voucher processing procedures, refer to the battalion's travel voucher processing SOP.

4. Point of contact is the 266th FINCOM, FAPD-Travel at DSN 379-5160/5164.

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Commanding

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